



STATE OF DELAWARE
DEPARTMENT OF FINANCE
DIVISION OF ACCOUNTING
540 SOUTH DUPONT HIGHWAY
THOMAS COLLINS BUILDING (D570C), SECOND FLOOR, SUITE 3
DOVER, DELAWARE 19901

MEMORANDUM

FAX: (302) 744-1045

TELEPHONE: (302) 744-1035

#01-4

TO: All Department and School Fiscal Officers
Super Card Agency Coordinators and Back-up Coordinators

FROM: Valencia L. Beaty, Executive Assistant *VLB*

DATE: September 25, 2000

SUBJECT: Super Card Program Changes and Updates

The Division of Accounting and PNC Bank have been working together to continuously improve the State's hierarchy for better tracking, invoicing, and reporting of card purchases. Previously, each billing unit was considered a "corporation" in PNC's credit card system. This meant that a Division was not linked to a specific Department; similarly, the same concept applied to any unit reporting to a Division.

As a result of recent system modifications, all agencies roll-up to one "corporate" account, known as the "State of Delaware," for total billing purposes (*see Accounting Memorandum #01-3, "Automated Super Card Billing," August 9, 2000*). This preserves the hierarchical integrity of the State's organization as defined in DFMS.

Additionally, this change will allow Division of Accounting personnel to fully utilize Infospan, a software program that PNC has provided for use in researching and reporting of transactions. Infospan allows Accounting personnel to report on activity by cardholder, reporting agencies, billing agencies, and roll-up of activities at the Department level where authorized.

After reviewing the program with the State Treasurer's Office Cash Management Unit and PNC Bank, the following changes have been incorporated in the Super Card Program:

1. The monthly credit limit for travel is now \$5,000; for purchasing, \$10,000. Previously, both limits had been set at a higher amount. Due to improved

controls, it was decided in the State's best interest to lower these limits. These are default limits that can be raised or lowered upon written request.

2. Based on the \$5,000 card limit, the monthly cash withdrawal limit (ATM) on the travel portion of the credit card is now \$150 (3% of the card limit), minus the transaction fee. Limits to ATM withdrawals may be increased or decreased upon written request.
3. Due to programming problems, the automated Intergovernmental Voucher (IV) has not been fully implemented. We hope to have this accomplished before the end of September. You should not be invoiced directly by PNC Bank beginning with the August billing cycle. If this has occurred, please contact Phyllis Jurczak, Senior State Accountant, (302)744-1052, for payment instruction.

For those of you who need to use your federal funds with an end date of September 30, 2000 for the IV payment, please encumber the federal funds so as not to lose the money.

If you any questions please contact Phyllis Jurczak or Shelley Stanley at (302)744-1054 or by e-mail, ssstanley@state.de.us.

Cc: Lee Ann Walling, Deputy Treasurer